

FIRST GRADE ASSISTANT TEACHER

Job Description Fairmount Campus

Reports to: The Principal

7:30 AM-3:30 PM

Position: First Grade Assistant Teacher

QUALIFICATIONS:

- Minimum of bachelor's degree from an accredited college or university or currently enrolled in a college program
- Teaching experience with demonstrated success with whole and small group instruction and strong organizational skills
- Desire to work in a multi-racial, urban, Christian School
- A commitment to Christ, urban Christian education, and relentless in pursuing academic excellence as biblical principles are integrated throughout the curriculum.
- Dedication and passion for our school's unique vision, professional standards, and values

DUTIES & ESSENTIAL JOB FUNCTIONS:

Teachers are responsible for the instructional planning and implementation of their particular subject area(s) as provided by the school. The First Grade Assistant Teacher will support and carry out the job functions as designated by Principal and Teacher in the following responsibilities listed:

- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Supervise and support class projects, field trips or other experiential activities and guide students in learning from those activities.
- Ensure the opportunity for all students to learn in a supportive environment.
- Coordinate with Principal and First Grade Teacher to establish and enforce rules for behavior and procedures for maintaining order among students. Implementing classroom management strategies used at The City School.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Integrate the Christian faith throughout the curriculum.
- Review and contribute with First Grade Teacher to submit lesson plans weekly.
- Continue established system for communicating with parents.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic concerns.
- Oversee, organize and facilitate two recesses.
- Oversee Before Care duty
- Attend and participate in all staff meetings, team meetings, faculty devotions, and teacher duties as required.
- Complete year end responsibilities.
- To follow school policies as stated in the Faculty Handbook.

Contact: Melissa Sanchez, Principal

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